

# IDEAS TO D E - S T R E S S YOUR DAY

*“If I had time to learn stress-management skills, I wouldn’t need to learn them.”*

Does this statement ring true for you? Do you feel like life circumstances are controlling you and you are going along for the ride whether you want to or not?

It doesn’t have to be that way. You **CAN** be in control. Stress can be overwhelming at times, but you can make **SMALL** changes, one by one, that will make a big difference in your stress level. Imagine what it will be like when you feel like you are running the show, instead of the show running you. ***Make a commitment to yourself to try at least ONE of these strategies each week...***

● **Eliminate unnecessary business conversations.** Fax, email, or mail non-urgent requests. Highlight the deadline for the other person’s response.

● **Divide large tasks into manageable steps.** Delegate what you can.

● **Control your paper flow.** Open your mail with your out box, a recycle bin, and sticky notes nearby. While reading the mail, toss, route, and delegate what you can, and file the others in an appropriate place. Don’t stack papers to ‘be dealt with later’.

● **Get up 15 minutes earlier.** Starting the day in less of a rush can help keep mishaps and commuter hassles from becoming major problems.

● **Delegate responsibilities.** Even young children can help by feeding the pet, sorting colored from white laundry, taking the garbage out, stripping the beds, etc.

● **Tape favorite TV shows to watch at a more convenient time.** You can watch a one-hour program in less than 45 minutes if you fast-forward through the commercials.

● **Say “No” more often.** Volunteer only for priority projects – the ones you enjoy the most. Don’t attend functions you don’t really want to attend.

● **Keep busy while watching TV.** Fold laundry, dust, mend clothes, iron, polish shoes, clean junk drawers, label old photos, stretch, exercise, etc.



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